

SECTION 20.1: PLANNING AND ZONING COMMISSION-PROPOSALS

20.1.A Creation.

A Planning & Zoning Commission is hereby created as provided in Chapter 211 of the Local Government Code.

20.1.B Purpose.

- (1) To identify community needs and to advise the City Council of their short-range and long-range implications for the total development of the City;
- (2) To recommend achievable community goals as a basis for long-range planning and development programs;
- (3) To recommend plans, programs, and policies that will aid the entire community in achieving its defined goals;
- (4) To interpret the adopted plans and programs to concerned citizens so that private activities and desires may be accomplished in harmony with public needs and policies; and
- (5) To exercise all the powers set out in the Zoning and Subdivision Ordinances of the City of Stephenville.

20.1.C Written Proposal Required.

Every proposal submitted for Commission action shall be made in writing. Where appropriate application forms are provided by the City. The proposal shall be filed on said forms, shall be accompanied by all prescribed fees, and shall be complete in all respects before being accepted for filing.

20.1.D Filing Deadline

Every proposal shall be filed with the Community Development Division not later than 21 days prior to the next regular meeting date. Proposals filed after the deadline shall be scheduled for the next regular meeting. When the filing deadline falls on a City holiday the following workday shall be observed as the filing deadline.

Stephenville – Zoning Ordinance

20.1.E Notices

Public notice of any proposal affecting a specific property shall be given as prescribed in the Zoning Ordinance by means of a written notice deposited in the United States Mail, postage prepaid, not less than ten days prior to the date of hearing. The notice shall identify the applicant, the location of the property in question, the nature of the proposal, and the applicable Zoning Ordinance requirements. (Publication of the agenda to serve as the "Notice of Public Hearing").

20.1.F Submission of Supporting Evidence

Information supporting a request or recommendation to approve or disapprove any proposal before the Commission shall be submitted only through the Community Development Division in writing or to the Commission in public meeting.

20.1.G Withdrawal of Proposal

When any applicant desires to withdraw his or her proposal he or she may do so by filing a written request to that effect with the Secretary. Such request shall be effective upon the date of its official receipt, provided, however, that no such request shall be valid after notices have been mailed, except on action of the Commission. Withdrawal of the proposal at any stage of its processing shall terminate all consideration of it by the City, and the case file thereon shall be closed.

20.1.H Powers

The Planning & Zoning Commission is hereby invested with the authority to:

- (1) Inspect property and premises at reasonable hours where required in the discharge of its responsibilities under the laws of the State of Texas and of the City of Stephenville;
- (2) Formulate and recommend to the City Council for its adoption a City Plan for the orderly growth and development of the City and its environs, and from time to time recommend such changes in the Plan as it finds will facilitate the movement of people and goods, and the health, recreation, safety, and general welfare of the citizens of the city;
- (3) Formulate a zoning plan as may be deemed best to carry out the goals of the City Plan; hold public hearings and make recommendations to the City Council relating to the creation, amendment, and implementation of zoning regulations and districts as provided in Chapter 211 of the Local Government Code, authorizing cities and incorporated villages to pass regulations; all powers granted under said Act are specifically adopted and made a part hereof;

Section 20.1: Planning and Zoning Commission-Proposals

- (4) Exercise all powers of a Commission as to approval or disapproval of plans, plats, or replats and vacations of plans, plats, or replats set out in Chapter 212 of the Local Government Code;
- (5) Study and recommend on the location, extension, and planning of public rights-of-way, parks, or other public places, and on the vacating or closing of same;
- (6) Study and recommend on the general design and location of public buildings, bridges, viaducts, street fixtures, and other structures and appurtenances. Study and recommend on the design or alteration and on the location or relocation of works of art which are, or may become, the property of the city;
- (7)
 - (1) Initiate, in the name of the city, for consideration at public hearing all proposals:
 - (a) For the opening, vacating or closing of public rights-of-way, parks or other public places;
 - (b) For the original zoning of annexed areas; and
 - (c) For the change of zoning district boundaries on an area-wide basis.
 - (2) No fee shall be required for the filing of any such proposal in the name of the city.
- (8) Formulate and recommend to the City Council for its adoption policies and regulations consistent with the adopted City Plan governing the location and/or operation of utilities, public facilities and services owned or under the control of the City;
- (9) Keep itself informed with reference to the progress of City Planning in the United States and other countries and recommend improvements in the adopted plans of the City; and
- (10) Submit a progress report each January to the City Council summarizing its activities, major accomplishments for the past year, and a proposed work program for the coming year. The report shall contain for the year the attendance record of all members and the identity of Commission Officers.

Stephenville – Zoning Ordinance

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